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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Management Staff Meeting on "New Building Savings"

FROM:

DDA/Management Staff
7D 18 HQS

EXTENSION

NO.

DATE

1 June 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Building & Planning Staff
4E 50 HQS

Bob, Do you want this logged in, so you can refer to it or know when you got the info?

Y (N)

Imagine

Pls file in FY1985 budget folder!

Thanks

P2

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1 June 1983

25X1 MEMORANDUM FOR:

FROM:

SUBJECT: Management Staff Meeting on "New Building Savings"

1. We had a short meeting of the Management Staff and noted the following savings if they have not been included in your paper.

- a. Normal purchases of shuttle buses.
- b. Maintenance of shuttle buses.
- c. Parking paid by government Chamber of Commerce, etc.
- d. Lease line costs for data (ADP) transmission.
- e. Manning of data access centers (including nights and weekends).
- f. Courier services.
- g. Consolidation of Registries (N.B. OC and OL consolidation saved three positions and 1,000 square feet).
- h. Cashier consolidations. *3 hrs 2 days OC body*
- i. Language library consolidations.
- j. Supply room consolidations.
- k. Commo equipment room maintenance costs as well as positions for maintenance.
- l. Background investigations of building ownership.

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2

SUBJECT: Management Staff Meeting on "New Building Savings"

m. POV costs (updating bulletin boards, quarterly reviews, directorate meetings, security violations, investigations, and other general ad hoc meetings, etc.).

2. There are a lot of intangible costs that we are going to have for savings in personnel especially, but we feel that the ^{available} ~~available~~ costs are real and we might as well surface them now so that they might not be forgotten.

Keep up the good work.

25X1



Attachment

25X1



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